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CLANDESTINE SERVICE SUPPORT OFFICER'S MEETING

DDS Conference Room

10 January 1973

1. Present were:

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[Redacted]

2. No regular DDP Staff Meeting.

3. Items of interest from DDS Staff Meeting - 9 January

a. Retirements of Support Directorate Personnel During January 1973.

Civil Service System

Effective Date

[Redacted]

CIARDS

Effective Date

[Redacted]

c. Drug Abuse. Dr. Tietjen said that the drug abuse topic keeps "rockin' along." Recently the Drug Abuse Exhibit was shown in Cincinnati. We keep getting letters from people who are interested in the exhibit. The Museum of

[Redacted]

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Medical Progress would like a duplicate of the Drug Abuse Exhibit for permanent retention. The President of the Medical Class of 1975 at the University of Louisville has requested a special showing of the exhibit.

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d. Career Trainees. [] noted that the new CT class has 28 members--22 are externals and 6 are internals. Of the 28, 3 are women and there is one Black. About 1/2 of the 28 have tested out at the intermediate level of language skill. Many have had military service.

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e. Revised Parking Regulations. [] suggested that all employees get a chance to read revised [] dealing with parking at Headquarters.

f. Pay Raise and 1972 W-2's. Mr. Yale said the data has entered the payroll system so that new pay schedule will be reflected in the 2 February paychecks. Mr. Yale also said that W-2's should be out by either 19 January or at the latest, 26 January 1973.

4. Other items of interest.

a. Locator Card Data for Personnel Under Cover. Each of you received a copy of C/CCS's memo on this subject addressed to SSA on 5 January 1973. We do stress the importance of meticulous care in ~~operating~~ ^{avoiding} the problems Erich described and Harry Fisher is likewise concerned that the system which his Transactions and Records Branch must help manage is kept accurately and currently informed. Further, help avoid the annoyance of calling 70 for a number only to find the person you are seeking was reassigned within Headquarters a year or so ago.

b. The Management Advisory Group. Employee Bulletin [] dated 25X1A 19 December 1972 discusses the background, purpose, and some accomplishments of the MAG. Paragraph 5 of the Bulletin says "Anyone interested in membership on MAG or anyone interested in contacting MAG members from this directorate can obtain information from his component Administrative Officer." Current MAG participants from the CS are:

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[]	- NE	[]
	- FE	
	- WH	

c. Comments or Suggestions to GSI. Last week [] sent us a copy of GSI form 905 which GSI has on the cafeteria tables asking for voluntary evaluation of the food, service, management, etc. John wondered whether GSI could build up an unclassified file of Agency employees who may, if they choose, give their name and location on the form. While it is unlikely that a person with a

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cover to maintain would give his name on this unclassified form, it might be well for you to cover this topic briefly in your staff meetings. We learned that GSI gets about 2 suggestions a day, 3/4ths of them from the large cafeteria. About 1/4th of them are signed. Suggestions range from useful ones to "drop dead" or "your food stinks." Where a useful one is received, the cafeteria manager, Mr. Davis, tries to put it in effect and likes to call the suggestor, if he has a name, to extend his thanks. He keeps all the cards in his office for about 6 months and then throws them away.

d. Sex. We noticed that the Department of State has revised two sections of the Standardized Regulations to indicate that no sex discrimination is intended by the use of masculine pronouns in these regulations.

e. Resignation of "S" Officers. During January, the "S" Career Service will lose 3 Officers by resignation-- [redacted] who has gone to another Government agency, and [redacted] both of whom have taken jobs in private industry.

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f. Support Assignments

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to Regulations Control Branch
to Office of National Estimates
to SSA/DDS
Extend in [redacted] - 12/73

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g. QSI. On 22 December 1972, Mr. Coffey presented a QSI to Dave [redacted] for his excellent performance in DDS&T.

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